



2024 MEMBERSHIP CARDS

CT UNIT 14

MEMO TO UNITS

Greetings from ALA National Headquarters!

- Enclosed are the 2024 Membership Cards for your Unit.
 - If the card is preprinted correctly, present the card to the member upon receipt of their 2024 dues.
 - If corrections to the card are needed, please contact your Department Headquarters.
 - New members entered into ALAMIS after April 1st will not have a card included in this packet of preprinted cards. (ALA National HQ prints these earlier in the year to prepare them for distribution to departments.)
Units will need to create a card for these newer members until next year.
**NOTE: Changes to current member accounts made after this date also won't be reflected on cards & rosters.*
 - Consult your Department Headquarters for guidance or questions on submitting dues (or member info) for your members.
- There should be a supply of blank cards (those not preprinted with member's name, ID#, etc.) in this packet.
 - For additional blank card sheets, **contact your department.**
- Please use blank cards to prepare cards for new or transferred members whose 2024 dues are paid.
 - Type or print the member's name, **member ID number**, and join year on the card and have it signed by a unit leader. (See back side for instructions for the proper way to complete blank cards.)
- To retrieve a new member's ID number:
 - Units with ALAMIS access can look up the member ID through this system shortly after transmitting new member data to their department. (Units can request ALAMIS access through their Dept)
 - Units without ALAMIS access should contact their Department at least monthly (or promptly after transmitting new member info to Dept) to request new member ID's so the ID number can be included on their cards and be distributed promptly.
- Also enclosed is your Unit Roster. If you notice any errors or other corrections that need to be made, please relay this to the department promptly.
- Members can renew online (www.ALAforVeterans.org) or call ALA Nat'l Headquarters to pay by phone.
 - Members who **renew online or by phone** will receive an emailed receipt as well as a signed, hard copy membership card mailed directly from ALA National HQ. Members can also print a copy of their card by logging in to the "My Auxiliary" portal on the website. Cards have the authorized signature of an ALA National officer (instead of a unit officer).
 - **There have been numerous issues with the delivery of membership cards via the U.S. Post Office. If a member who renews online or by phone does not receive their 2024 card from ALA NHQ, please distribute their card upon proof of payment and request by member.**

IMPORTANT NOTICE

Remember, the national organization provides cards for members, who are entitled to receive them.
Failure to promptly provide a membership card after dues payment violates the member's rights.

FOR FURTHER INFORMATION, PLEASE CONTACT YOUR DEPARTMENT HEADQUARTERS.

The diagram shows a membership card with the following fields and callouts:

- 1**: Points to the DEPARTMENT field.
- 2**: Points to the Unit Number field.
- 3**: Points to the MEMBER NUMBER field.
- 4**: Points to the Member's Full Name field.
- 5**: Points to the Join Year field.
- 6**: Points to the Location of Unit (City/State) field.
- 7**: Points to the Member's Department (state abbreviation) field.
- 8**: Points to the Member's Signature field.
- 9**: Points to the Authorized Officer's Signature field.

The card also features the American Legion Auxiliary logo and the text: "MEMBERSHIP", "THE ABOVE MEMBER HAS PAID DUES IN THE YEAR INDICATED", "MEMBER SINCE", "NOT VALID WITHOUT MEMBER'S SIGNATURE", and "AUTHORIZED OFFICER".

Please follow the information below when completing the Member's card. Items 1 – 7 are fillable text fields that can be completed using the PDF template available from National Headquarters.

- 1) Member's Department (state abbreviation, i.e. Indiana = IN)
- 2) Unit Number (4 digit format, i.e. 0004)
- 3) Member's ID number. (9-digit number that is assigned by National Headquarters)
- 4) Member's Full Name.
- 5) Join Year (the join year is the year in which a member paid, regardless of what membership year she joins into.
(ie.; if a member submits her application to a unit in July of 2020, but the unit doesn't submit it until Sept. for the 2021 membership year, she still is listed as joining in 2020. Or if a member joins in Oct 2020, but pays for 2021, she will show as joining in 2020.)
- 6) Location of Unit (City/State)
- 7) Member's Department (state abbreviation, i.e. Indiana = IN)
- 8) Signature of the member.
- 9) Signature of the Unit Officer.

- Present to Member promptly upon payment of dues or as soon as possible after they join.
- Member is to present this card to a new unit if member is transferring so the same membership ID number can be retained.